



## Member Jurisdiction & WRIA Forum Grant Application Instructions and Checklist

*Please answer questions 1 through 9 on the Member Jurisdiction & WRIA Forum Grant Application and ensure that the following are completed prior to submitting the application to the King Conservation District.*

### Required

- ☐ Provide answers to all questions and all table fields in the application
- ☐ Include color maps or photos as relevant to the application
- ☐ Review the General Grant Program Policies on page 3 of the Grant Application Instructions and Policies document and ensure your application addresses specific actions that will be taken to ensure the proposed project adheres to the Grant Program Policies (i.e. Policy #5 on maintenance and monitoring).
- ☐ Specify if the funding requested is intended to come from Member Jurisdiction Assessment Collections, WRIA Forum Assessment Collections, or a combination of both in the Project Budget and Expenses table (#8) and check box on the first page of the application
- ☐ Specify the sources of match funding in the Project Budget & Expenses table of the application (Question #8)
- ☐ Double check that the dollar amount of District Funding Requested stated on the first page of the application matches the District Funds column in the Project Budget and Expenses table of the application (Question #8)
- ☐ Ensure the Project Title on the grant application is unique from previous grant application submittals (for example if the applicant has received other grants with a similar title from KCD make sure to add Phase II or the project year to the proposed project title to distinguish the proposed project from a previously awarded grant)
- ☐ Submit 4 copies and 1 signed original of the application including any color attachments such as site photos or maps, and one complete electronic copy of entire application and attachments



## **Member Jurisdiction & WRIA Forum Grant Application Instructions & Policies**

The King Conservation District Member Jurisdiction & WRIA Forum Grant Program supports natural resource improvement projects in partnerships with 37 King County jurisdictions that are members of the District and the WRIA 7, 8 and 9 watershed forums. The King Conservation District awards grants for projects that are consistent with the mandates of the District as established by Chapter 89.08 RCW. The purpose of this document is to convey the grant application process, and describe the eligibility criteria and grant policies and procedures for the grant program. These grant program processes, eligibility criteria, policies and procedures are reviewed periodically and are subject to change at the discretion of the District.

### **OVERVIEW**

The King Conservation District Member Jurisdiction & WRIA Forum Grant Program awards grants for natural resource improvement projects within the boundary of the District. See *Eligible Natural Resource Improvement Actions* on page 2 for details about eligible activities and *Grant Budget Policies* on page 4 for eligible expenses. Applicants seeking grants shall submit a grant application using the form titled *Member Jurisdiction & WRIA Forum Grant Application*. This form can be obtained from the King Conservation District or by visiting the District web page at [www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm). See *Grant Application Submittal Procedures* detailed on page 6 for instructions on submitting a grant application.

Grant applications will be reviewed by the King Conservation District Board of Supervisors at regularly scheduled Board meetings between the months of February and October. Grant applicants will be notified of the Board's determination and in cases where an award has been made will be provided a "notice to proceed" either by email or letter within 1 week of the regularly scheduled board meeting at which their grant application was considered. The District will draft a grant agreement and forward it to a grantee for review and signature within three weeks of an award determination by the Board. The District will remit a fully executed agreement and check to a grantee within five weeks of receiving the grant agreement signed by the grantee. See *General Grant Program Policies* on page 3 for details. Typically, the entire process of review, award, and payment takes between 3 and 7 months to complete. While the District seeks to complete this process within 3 months of receiving a grant application, grantees should be aware that their own internal agreement approval and contracting procedures may extend the time needed to complete the entire process.

Grant recipients shall submit biannual progress and financial reports, as well as a final narrative and financial report upon completion of the grant project. See *Grant Administration, Accounting & Reporting* on page 5 for details on reporting requirements.

### **ELIGIBLE NATURAL RESOURCE IMPROVEMENT ACTIONS**

Grant proposals shall address a minimum of one of the natural resource improvement actions detailed in this section. These actions have been established consistent with RCW 89.08 and the

King Conservation District Strategic Plan, and are intended to direct District natural resource management activities to improve natural resource conditions within the boundary of the District.

Chapter 89.08 RCW outlines the duties of conservation districts in Washington State. Among these, conservation districts are charged with promoting the implementation of Best Management Practices that conserve soils, protect and enhance water quality, and protect and enhance fish and wildlife habitat through education and technical assistance programs, and by leveraging local, state and federal sources of funding.

The King Conservation District Strategic Plan identifies the District's priority natural resource conservation initiatives, priority geographic areas, and 2-year and 4-year natural resource management goals and objectives. The current District strategic plan focuses on protecting water quality and quantity; promoting economically viable agriculture; protecting and enhancing wildlife habitat and open-spaces; and encouraging behavior changes in King County residents and organizations.

Applicants shall present their proposed project using the Member Jurisdiction & WRIA Forum Grant Program application form to summarize a proposed project, outline project outcomes, and identify how the project will achieve performance of at least one of the 4 natural resource improvement actions listed below. Applicants are asked to evaluate their proposals based upon the degree to which their project efficiently, effectively and equitably implements these natural resource improvement actions. *Efficiency* will be demonstrated by a direct and cost-effective approach; *Effectiveness* will be the degree to which the proposed project produces or achieves the intended results; and *Equity* will be fairness in the geographic and demographic distribution of effects and/or benefits of the proposed project. The District Board of Supervisors shall determine the degree to which grant applications are consistent with these eligibility criteria.

### **Natural Resource Improvement Actions**

- ***Education and Outreach – to raise awareness, deepen knowledge, and change behaviors***

Desired Outcomes – residents, landowners, other land managers, and organizations within the boundary of the District have the knowledge, skills and attitudes needed to practice exemplary stewardship of natural resources.

- ***Capacity Building – to enhance the ability of organizations, agencies, residents, landowners and other land managers to implement best management practices and deliver natural resource management actions on the ground***

Desired Outcomes – organizations, agencies, residents, landowners and other land managers within the boundary of the District have knowledge, skills, tools, support systems and technical resources to employ exemplary natural resource stewardship practices.

- ***Pilot and Demonstration Projects – to test and/or improve concepts and/or approaches in natural resource management that can be replicated by others***

Desired Outcomes – demonstrate exemplary practices that, when replicated, contribute to natural resource conservation and from which others can learn; demonstrate novel

approaches to improving natural resources and share this information and extend it to others.

- *Direct Improvement of Natural Resource Conditions – to improve landscape and natural resource conditions as a result of direct action*

Desired Outcomes – implement conservation practices to protect and enhance water quality; protect and conserve soils; implement ecosystem restoration and preservation projects; and purchase conservation easements and environmentally significant properties.

## **POLICIES**

### **General Grant Program Policies**

- 1) Project activities proposed for funding shall be implemented entirely within the boundary of the King Conservation District. The boundary of the District includes most of King County with the exception of the incorporated areas of Enumclaw, Federal Way, Pacific, Milton, and Skykomish.
- 2) Projects shall demonstrate direct on-the-ground improvements to natural resources or shall inform design/development of capital projects within 3 years of completing the approved project.
- 3) Eligible Applicants shall include the 37 jurisdictions located in King County that are members of the King Conservation District or their designee; and the designees of the WRIA 7, 8 and 9 Watershed Forums. Member jurisdictions include unincorporated King County and all incorporated areas of King County, excluding Enumclaw, Federal Way, Pacific, Milton, and Skykomish. Designees of Watershed Forums and member jurisdictions can include 501 (c) 3 non-profit organizations and other agencies. Private companies are not eligible applicants.
- 4) The District shall remit grant awards as follows: 90% of the grant award shall be remitted at the time a fully signed agreement is forwarded to a grant recipient; 10% of the grant award shall be held until the grant project is completed, all required documentation has been submitted to the District, and the District has issued grant close-out document.
- 5) Grantees shall conduct maintenance on installed projects and shall submit maintenance reports as a component of biannual progress reports and a final report when maintenance is conducted prior to the approved project completion date. Maintenance activities on completed phases of planting projects shall be conducted a minimum of 3 years regardless of the approved project completion date, and shall include weeding, watering, and replacement planting to achieve 90% survival. Routine inspections on installed roads, bridges, and other capital improvements shall be conducted in accordance with applicable codes.
- 6) Grant recipients shall acknowledge the King Conservation District as a source of funding for awarded grant activities on all printed, web based, and electronic documents; audio-visual materials; signs; or any other materials produced in association with an awarded grant.

- 7) Applicants are encouraged to involve stakeholders and members from their respective communities in the development, prioritization and selection of proposed projects.
- 8) Acquisition of real property is permitted for purchase of properties or easements that will protect critical habitat for fish and wildlife and protect or improve water quality, provided the applicant can demonstrate a capacity to maintain the property toward natural resource protection. To the extent possible the properties or easements purchased using the special assessment funds shall have signs indicating that King Conservation District Funds were used in the purchase of property.

### **Grant Application Policies**

- 9) Member jurisdiction applications shall be reviewed and approved by the legislative authority of those jurisdictions unless review and approval authority has been delegated to the executive branch. Applications submitted by Watershed Forums shall be reviewed and approved by the relevant Watershed Forum.
- 10) The District shall provide member jurisdictions and Watershed Forums with an estimate of the grant funds available by March 31<sup>st</sup> and July 31<sup>st</sup> of each year.
- 11) Member jurisdictions, their designees, and the designees of Watershed Forums shall apply for grants using the application forms titled *King Conservation District Member Jurisdiction & WRIA Forum Grant Application*.
- 12) Applications must be received a minimum of three weeks prior to a board meeting scheduled to take place on the second Monday of the months of February through October. Applications received outside this schedule will be reviewed at the next available District board meeting during the months of February through October.
- 13) Member jurisdiction and Watershed Forum designees may be federal, state or local agencies; other municipal corporations, non-profit organizations, and Native American Tribes that provide services within the boundary of the District. Watershed Forums are required to designate an outside agency or party to apply for a grant with the District.
- 14) When a primary applicant is a non-profit organization or Native American Tribes, individual applications are limited to a maximum of \$50,000, and total awards in a calendar year are limited to a maximum of \$150,000.
- 15) Recommendation of a proposed project by a member jurisdiction or Watershed Forum shall be submitted with a letter from the relevant entity.
- 16) The King Conservation District Board of Supervisors shall determine whether proposed projects are consistent with the policies and funding criteria of the Member Jurisdiction & WRIA Forum Grant Program.

### **Grant Budget Policies**

- 17) Eligible expenditures include direct project costs. Indirect project costs that do not exceed 25% of salaries and benefits are also allowed.
- 18) Ineligible expenses include management of existing recreation facilities; Watershed Forum Inter Local Agreement fees; and activities to comply with existing regulations. However, District funds can be used to meet increasing levels of natural resource protection associated with upcoming regulatory requirements, e.g. NPDES storm

water management planning, shoreline master program activities, implementation of TMDL plans.

- 19) Documentation of matching funds expended in association with an approved project is encouraged on all grant applications. Match shall include donated services, labor, equipment and supplies that are provided to the project from the date a grant is awarded until the project completion date. In cases where grants are awarded for previously implemented projects, documentation of match shall consist of those expenditures associated with the approved project.
- 20) Volunteer participation on grant projects shall be valued at a rate consistent with the Washington State minimum wage for individuals under 18 years of age, a rate of \$18 per hour for individuals over 18 years of age, and a rate consistent with an applicable profession for specialists and professionals.
- 21) Contracted services associated with a District grant must follow the written contracting policies established by the grant recipient's organization/agency. Where no such written policies exist, the grant recipient shall ensure that all bidding procedures and contracted services comply with applicable Washington State law.

#### **Grant Administration, Accounting, & Reporting Policies**

- 22) Expenditures associated with an awarded grant shall be segregated in the accounting records of the grant recipient. Accounting records shall identify expenditures assigned to a job title or job code consistent with the awarded grant, shall identify income and expenses by line items consistent with the awarded grant budget, and shall be consistent with the Washington State BARS Code System. Accounting records along with a project file must be maintained by the grant recipient for a minimum of six (6) years after the calendar year in which the grant agreement with the District is closed.
- 23) Progress reports and expense reports shall be submitted 2 times per year, the first due June 30<sup>th</sup> and the second due November 30<sup>th</sup>. Progress reports will detail the grantee's progress on completing approved grant tasks using the form titled *Member Jurisdiction & WRIA Forum Grant Progress Report*. Expense reports will detail project expenses using the form titled *Member Jurisdiction & WRIA Forum Grant Expense Report*. Progress and expense reports shall be submitted in hard copy and electronic formats.
- 24) Upon completion of the project, grant recipients will submit a final project report and final financial report to document compliance with the awarded project proposal; provide before and after photos when applicable; and identify project successes, project difficulties, and lessons learned. A final narrative and expense report shall be submitted 60 days after completing a grant project using the form titled *Member Jurisdiction & WRIA Forum Grant Final Report* and the form titled *Member Jurisdiction & WRIA Forum Grant Expense Report* respectively. Final reports shall be submitted in hard copy and electronic formats.
- 25) The District shall conduct site inspections, review project files, and review financial records in association with awarded grants at its discretion. Grant recipients shall facilitate the inspection and review process.
- 26) A grant will be closed once the District has forwarded a grant close-out document and released all remaining awarded grant funds.

## **Grant Revision Policies**

- 27) Requests to revise an awarded scope of work, budget, and project timeline may be submitted using the forms titled *Member Jurisdiction & WRIA Forum Grant Amendment Request*, *Member Jurisdiction & WRIA Forum Grant Scope of Work Revision Detail*, and *Member Jurisdiction & WRIA Forum Grant Budget Revision Detail*.
- 28) Revision requests must be received a minimum of three weeks prior to the District board meeting at which they will be reviewed. Revision requests received outside this schedule will be reviewed at a regularly scheduled board meeting in a following month.
- 29) Scope of work and budget revisions shall be accompanied by a letter from the applicable member jurisdiction or watershed forum recommending the proposed revision (e.g., a scope of work revision request for a grant funded in partnership with the Snoqualmie Watershed Forum requires documented concurrence by that entity).

## **SELECTION AND AWARD PROCESS**

District staff and the District Board of Supervisors will review grant applications prior to an award determination. District staff will review applications to determine if all requested information has been provided. Applications determined to be incomplete will be returned to applicants with an explanation. Applications determined to be complete will be forwarded for review by the Board of Supervisors Member Jurisdiction & WRIA Forum Grant Subcommittee. The subcommittee will evaluate and rank proposed projects. District staff will contact applicants when the subcommittee requires additional information to complete its review. The subcommittee will forward applications to the Board of Supervisors for consideration at its regularly scheduled board meeting (see *Grant Application Policies* on page 4). Board review of grant applications will lead to one of three outcomes: an awarded grant, a denied application, or a request for additional information.

## **APPLICATION SUBMITTAL PROCEDURES**

Applicants shall submit 4 copies and 1 signed original copy (5 total) of the grant application and one complete electronic copy to the District. Applications must be forwarded to the District by an applicable member jurisdiction or Watershed Forum documenting that entity's recommendation of the project for funding by the District. Hard copies of applications shall be submitted to the following address:

King Conservation District  
Member Jurisdiction & WRIA Forum Grant Program  
935 Powell Ave SW, Ste. D  
Renton, WA 98057

Electronic copies of applications should be submitted to [jurisdiction\\_wria\\_grants@kingcd.org](mailto:jurisdiction_wria_grants@kingcd.org)



## Member Jurisdiction & WRIA Forum Grant Application

Project Title:	
Applicant:	Contact:
Principal Partners (if any):	Title:
	Address:
Total Project Cost:	
WRIA Funding: <input type="checkbox"/> Jurisdiction Funding: <input type="checkbox"/>	
KCD Funding Requested:	Phone:
Project Start Date:	Fax:
Project End Date:	E-mail:

1. **Project Description** – provide a brief description of the project that summarizes what you will do, how you will do it, and why you will do it. Consider the following in the answer to this question: *what pressing need will be addressed by the project or what promising opportunity will be capitalized on? Who or what will benefit or be positively and negatively affected?*

2. **Natural Resource Improvement Actions** – describe how the project will address a minimum of one of the natural resource improvement actions described on page 1 of the application instructions. Consider the following in your answer to this question: *What natural resources will be improved? What are the known needs, gaps or deficits that will be addressed? What are the known benefits to soil, water, air, plants, fish and wildlife, landowners?*



3. **Project Activities and Measurable Results** – using the table below, list specific project activities to be completed, the timetable for the activities, and the deliverables associated with those activities. Consider the following in your answer to this question: *What actions, interventions, programs, services will be deployed?*

	Activity Description	Deliverables	Timeline
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. **Effectiveness** (see page 2 of application instructions for definition) – describe how the project will effectively implement the natural resource improvement measures identified in question No. 2 above. Consider the following in your answer to this question: *Why is the primary applicant the best entity to deliver the proposed program/service/intervention? What is the capacity of the primary applicant to deliver the proposed program/service/intervention? What tools, services and partners will be brought to bear?*

5. **Efficiency** (see page 2 of application instructions for definition) – describe how the project will efficiently implement the natural resource improvement measures identified in question No. 2 above. Consider the following in your answer to this question: *How will the proposed program/service/ intervention engage in conjunction with related efforts? How does your strategy best leverage resources?*

6. **Equity** (see page 2 of application instructions for definition) – describe how the project will equitably implement the natural resource improvement measures identified in question No. 2 above. Consider the following in your answer to this question: *In what part of the District will the proposed program/service/intervention occur? Who is the target audience and what demographic section of the community will be affected?*
7. **Evaluation of Intended Results** – describe the evaluation mechanisms you will use to track, document, and report that the project has achieved the intended results described in questions 1- 3.

8. **Project Budget & Expenses**

Budget Item	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total
Salaries and Benefits				
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/Professional Services				
Land Acquisition				
Permits				
Other (specify)				
Other (specify)				
Other (specify)				
<b>TOTAL</b>				

9. **KCD Acknowledgement** - describe how the KCD will be acknowledged as a source of funding for the proposed program/service/intervention (see page 3 of application instructions for requirements).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date